

13. BASIC FUNCTION OF THE POSITION

The HR Specialist serves as the advisor to the Human Resources (HR) Officer and other local and American managers in Embassy Wellington, the Consul General in Auckland and Embassy Apia in Samoa, on the full range of HR matters affecting American and Locally Employed (LE) Staff employees. Incumbent supervises one local HR Assistant.

14. MAJOR DUTIES AND RESPONSIBILITIES

A. LE Staff PROGRAM

(75%)

Serves as HR Advisor to the LE Staff of all agencies in Wellington, Auckland, Christchurch and Apia.

a. Position Classification

Ensure LE Staff position descriptions are kept current and accurate, giving advice to American supervisors on the Computer Aided Job Evaluation (CAJE) system used to appropriately classify both current and new positions. Is the first point of contact for any queries/appeals against evaluations and is required to provide initial justifications for any classification initiated.

b. Recruitment

Complete the full recruitment process for any vacancy that occurs in the Mission, and constituent Posts. This includes reviewing the position description; advertising the vacancy internally and externally; receiving and acknowledging applications; identifying best qualified applicants; conducting recruitment interviews; preparing letters of offer and check-in packs; and advising unsuccessful applicants and maintaining an up-to-date recruitment log.

Complete orientation and check-in of all new employees. Explain the terms and conditions of employment and verify that they have received all employment documents: Local Leave Plan, Local Compensation Plan (LCP) and LES Handbook.

Ensure all employment forms (SF-61 Appointment Affidavit, SF-61B Declaration of Appointee, SF-1152 Designation of Beneficiary, enrollment forms for the Mission's superannuation fund, etc.) are completed by employee in a timely manner.

Provides basic recruitment, compensation, performance management and payroll advice/support in relation to Official Residence Expense (ORE) employees.

c. Performance Management & Personnel Actions

Incumbent provides advice and recommendations on the Employee Performance Report (EPR) and Work Development Plan (WDP) to all Mission American and LE Staff supervisors. Reviews Performance Management process for consistency and compliance with DOS and HR/OE regulations and policies. Notify the Human Resources Officer (HRO) of any concerns or issues.

Prepare Personnel Actions that affect new appointments, terminations, resignations, within grade increases (step increases), and any other HR actions.

Maintain the Post Personnel (PS) database for all LE Staff and ensure that all information entered is current and accurate. Review staffing patterns regularly for accuracy, reporting any findings to the HRO.

d. Employee Benefits

The incumbent is expected to be familiar with all benefits offered to employees and to regularly review these to ensure that they are consistent with local custom and practice, labor laws or terms imposed by or under legislation such as health and safety, welfare, workers compensation and how these relate to conditions of employment with the U.S. Government.

Responsible for drafting compensation survey cables for New Zealand and Samoa. Conduct salary survey briefings with LE Staff. Under the direction of the HRO, conduct salary survey updates and implement salary survey results.

Brief new employees on the full range of benefits including probationary period, compensation, leave accrual, attendance, superannuation, accident compensation scheme, severance pay entitlements, taxation, eligibility for Wage Grade Increase (WGI) and/or promotions, evaluation reports, medical requirements, security, tax obligations, time & attendance, and any other applicable conditions of employment. Ensure all employees are informed about their local tax obligations.

Incumbent is the point of contact for representatives from New Zealand Retirement Plan (NZRT) and Southern Cross HealthCare for any queries and concerns relating to the technical aspects of these plans. Provide guidance to the Payroll Liaison with issues relating to employees who are members of these plans.

e. Discipline

Incumbent is expected to be familiar with local labor law and DOS policies and procedures relating to LE staff discipline. Incumbent is required to provide sound advice and recommendation on employee discipline and work under the direction of the HRO and Management Counselor, in conjunction with the Regional Security Office.

f. Supervision

Incumbent will be responsible for supervising one HR Assistant. Incumbent must be able to provide effective direction and supervision, assign work, conduct mentoring, provide for open constructive communication, and evaluate performance to ensure there is proper back-up of HR duties.

B. AMERICAN PROGRAM

(5%)

Oversees a local HR Assistant who is responsible for the American direct-hire program. HR Specialist is required to be familiar with:

a. Processing Arriving/Departing U.S. Personnel

Completing all TM Cables for submission to Washington. (Welcome to Post, Proposed Itinerary, Departure from Post, and Arrival at Post cables), and ensuring information is accurately reflected and/or entered into the Post Personnel system.

b. Eligible Family Member (EFM) Employment

Under the direction of the HRO, liaise with the Bureau (EAP/EX/HRU) on EFM issues.

c. Overseas Summer Seasonal and Internship Program

Implementation of summer seasonal hire program at Post and facilitating interns from DC to Post.

C. TRAINING

(5%)

Based on Post needs, incumbent maintains data base of training requests, and ensures the proper processing of requests for training. Ensures that training policy is up to date and all requests are in conformance to Post's training policy.

D. REPORTING

(5%)

In addition to reports listed in other sections of this position description, the incumbent is responsible for updating a number of listings and preparing/submitting personnel reports on American and LE Staff, including:

Staffing Patterns – Maintain staffing patterns for all Posts and agencies in the Mission. Continually update Post Personnel data as they occur (i.e. reporting, departing, promotions, change in tours of duty, replacements, etc) and statistical information regarding personnel (i.e. number of authorized positions, number of dependents at Embassy, the constituent Posts, per agency, etc.).

E. PAYROLL

(5%)

Incumbent is responsible for liaising with Apia Management Assistant for accurate and timely time and attendance (T&A) reporting for Embassy Apia staff. In addition, serves as backup to the Master Timekeeper. Through independent research, consultation, and on-the-job training, must develop a complete understanding of the entitlements applying to regular and irregular working hours, differentials, bonuses, pay deductions, etc.

F. OTHER DUTIES AS ASSIGNED

(5%)

- a. The HR Specialist will be required to develop and draft Post Specific HR policies and procedures for approval.
- b. Provide other support to the Management section and the Embassy as needed.
- c. Evaluate HR procedures to ensure effective and efficient delivery of services to meet and exceed customer expectations.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** Completion of university studies in Human Resources Management, Business, Liberal Arts/Humanities, is required.
- b. **Prior Work Experience:** 3-5 years of progressively responsible experience in Human Resources - with verifiable experience in recruiting, performance management, employee benefits, payroll and overall HR administration. Experience must include 1-2 years of supervisory experience.
- c. **Post Entry Training:** FSI online training including Protecting Personally Identifiable Information (PA459); Ethics for New Locally Employed Staff (PA453); Cyber Security Awareness Course (PS800); Human Resources Management (PA-230); FSN Pay and Allowances (GFS53); American Pay and Allowances (GFS52); Time and Attendance Training (GFS51). Web Pass Post Personnel (PA431), and other DOS HR courses as required.
- d. **Language Proficiency:** Level 4 English (Fluent) ability is required.
- e. **Job Knowledge:** Must possess expert knowledge on New Zealand local labor laws and familiarity with Samoan employment practices, Incumbent must be well versed in recruiting; processing personnel actions; writing position descriptions; performance evaluations, maintaining personnel database systems, and preparing/generating personnel

reports. Incumbent should have strong background in general office policies and procedures and a thorough understanding of HR processes.

f. Skills and Abilities: Level II typing skills (40 WPM, high degree of accuracy). Good working knowledge of Microsoft Office applications. Excellent writing skills required in responding to requests and inquiries from various sources. Ability to independently research available guidelines, draw proper conclusions and formulate accurate responses. Ability to work with a broad spectrum of internal customers including Front Office staff, Section Heads, and local staff. Incumbent must possess excellent interpersonal skills, willingness to be flexible, ability to balance rules and regulations with a willingness to serve customers. Incumbent should have the skill to prioritize constantly changing work demands, meet deadlines, display composure in the work place and maintain confidentiality of personnel information and discussions within the HR and Management Office.

16. POSITION ELEMENT

a. Supervision Received: Incumbent reports directly to the Human Resources Officer and works with minimal supervision, and is expected to resolve most problems and execute assignments with supervision limited primarily to review of end product results.

b. Supervision Exercised: Position supervises the Human Resources Assistant, and can be tasked to provide work guidance to other administrative assistants within Management as directed by the HRO or Management Officer.

c. Available Guidelines: Foreign Affairs Manual (FAM) and Handbook (FAH), LES Performance Management Policy Guidebook, Standardized Regulations (DSSR), Supervisor's Field Guide for LE Staff, Department of State (DOS) and other agency HR related cables and handbooks, Post specific policies and Standardized Operating Procedures (SOP), DOS intranet, local laws and regulations, etc.

d. Exercise of Judgment: Significant amount of judgment is exercised to meet urgent and broad variety of HR issues. Extensive customer interaction may be under time-sensitive and emotional conditions, and requires tact and diplomacy. Absolute discretion with respect to personnel records and issues is a must.

e. Authority to Make Commitments: Incumbent recommends line of action to the HRO; has responsibility for duties set forth in this position description, and may act in accordance with directly delegated authority.

f. Nature, Level and Purpose of Contacts: Frequent contact with all Embassy personnel, Ministry of Foreign Affairs and Trade (MFAT) and local NZ Labor officials, local AMP, Southern Cross, Recruitment Consultants and various outside contacts.

- g. Time Expected to Reach Full Performance Level:** One (1) year.